

PAYROLL PROCEDURES MANUAL

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(Revised 09/11)

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SUBJECT: GENERAL INFORMATION

GENERAL INFORMATION

M 001

(New 04/15)

The Master Payroll Certification (MPC) system is a decentralized on-line system used to update the Certification Status on the Attendance Certification File. The Personnel/Payroll System uses the Attendance Certification File to identify when the attendance for a Reporting Unit has been reconciled. Whenever a Payroll Cycle is run, the Attendance Certification File is accessed to determine if the Certification Status has been updated to reflect completion of attendance reconciliation for Reporting Units. Transactions suspended pending disposition of warrants (e.g., PAR/PPT transactions keyed after Master Payroll Cutoff) will be processed in the first Payroll Cycle after the Certification Status has been updated.

If the Reporting Units are not updated on MPC, transactions keyed after Master Payroll Cutoff will remain suspended and transfer of funds, adjustments and/or regular pay will not be generated.

REPORTING UNITS ON MPC

M 002

(New 03/97)

Reporting Units are created on MPC the day after Monthly Payroll Cutoff and/or after each Semi-Monthly Payroll Cutoff. The Reporting Units are available on MPC for updating for two monthly pay periods and five semi-monthly pay periods.

MPC UPDATE RESTRICTION

M 003

(New 09/11)

If Master Payroll Warrants will be attached to the STD. 666, you must wait to update MPC until you have verified that the warrants have been redeposited. SCO WILL NOT take action to update MPC in these cases.

TRACKING REPORTING UNITS

M 004

(Revised 09/11)

Since all Reporting Units cannot be updated on MPC at the same time, it is necessary to identify units updated with no warrants for redeposit versus those with warrants for redeposit. The following are two examples of methods that you are updating MPC for all reporting units within your agency/campus.

EXAMPLE #1 - Indicate on the Form 672, Time & Attendance Report documents:

- (A) - NO EXCEPTIONS (updated by agency/campus)
- (B) - EXCEPTIONS NO WARRANTS FOR REDEPOSIT (updated by agency/campus)
- (C) - EXCEPTIONS WITH WARRANTS FOR REDEPOSIT (updated by agency/campus after verification of redeposit)

EXAMPLE #2 - Use tracking document listing all Reporting Units and identifying the units updated on MPC at your agency/campus (available in the MPC Manual)

After identifying the Reporting Units to be updated on MPC at your agency/campus, logon to the MPC system to update the Certification Status.

LOGON PROCEDURES

M 005

(New 03/97)

The MPC System is accessed from the SCOPROD monitor. Since SCOPROD also contains PIP, PIMS, and other applications it is easy to move from one application to another.

- (1) Logon to SCOPROD
- (2) After receiving message "SIGN-ON IS COMPLETE", key MPC
- (3) Press ENTER (The MASTER PAYROLL CERTIFICATION SYSTEM menu will appear).

MPC

DFH3504I

10:11:26

SIGN-ON IS COMPLETE

LOGOFF PROCEDURES

M 006

(New 03/97)

- (1) Press the CLEAR key until a blank screen is received.
- (2) Key: LOGO (short for Logoff)

OR

You can access another SCOPROD application by keying the desired system name (example PIMS, HIST, etc.).

- (3) Press the ENTER key.

COMMANDS USED ON MPC

M 007

(New 03/97)

The following is a list of the commands used on MPC screens:

KEY USED	FUNCTION	ADDITIONAL INFORMATION
PF3	Exit to the MENU	Data keyed on the screen when the PF3 key is pressed will not be processed/updated.
PF4	Refresh screen	All data keyed on the displayed screen will be erased.
PF7	Page Backward	Will access Reporting Units with lower numbers than the screen displayed. In the update mode, data keyed on the screen when the PF7 key is pressed will be updated.
PF8	Page Forward	Will access Reporting Units with higher numbers than the screen displayed. In the update mode, data keyed on the screen when the PF8 key is pressed will be updated.
ENTER	Processes/updates data keyed on the displayed screen.	
CLEAR	Takes you off MPC system to a blank screen (data keyed on the screen when the CLEAR key is pressed will not be processed/updated).	

MPC SCREENS

M 008

(New 03/97)

The MPC System is used to inquire/update the status of Reporting Units on the Attendance Certification File. The following are the screens used to inquire and update information:

SCREEN NAME	DESCRIPTION	PPM SECTION NUMBER
1) MENU	Menu screen for inquiry/update access of Reporting Units.	M 100
2) CERTIFICATION STATUS	Used to inquire or update the Certification Status of Reporting	M 200

Units.

3) ADD AGENCY/ REPORTING UNIT

Used to add Reporting Units not
displayed on the Attendance
Certification File.

M 300

SUBJECT: MENU SCREEN

MENU SCREEN

(New 03/97)

M 100

This screen is used to access the CERTIFICATION STATUS and ADD
AGENCY/REPORTING UNIT screens.

MASTER PAYROLL CERTIFICATION SYSTEM MENU		
PAY PERIOD: MM / YY	AGENCY:_____	REPORTING UNIT:_____
___ CERTIFICATION/STATUS		
___ ADD AGENCY/REPORTING UNIT		
PF4=REFRESH		CLEAR=EXIT

To view or update the Certification Status of a Reporting Unit, access the
CERTIFICATION STATUS screen:

- 1) Key the desired Pay Period in the **PAY PERIOD: MM/YY** field
- 2) Key an agency code in the **AGENCY** field
- 3) Optional - key a Reporting Unit number in the **REPORTING UNIT** field
- 4) Key an X in the field next to **CERTIFICATION STATUS**
- 5) Press ENTER. Will display the requested Agency/Reporting Unit and subsequent Reporting Units on the CERTIFICATION STATUS screen. If the REPORTING UNIT field was left blank, the CERTIFICATION STATUS screen will display the first Reporting Unit for the requested agency code.

To add a Reporting Unit access the ADD AGENCY/REPORTING UNIT screen:

- 1) Key the desired Pay Period in the **PAY PERIOD: MM/YY** field
- 2) Key an agency code in the **AGENCY** field
- 3) Key the Reporting Unit number in the REPORTING UNIT field
- 4) Key an X in the field next to **ADD AGENCY/REPORTING UNIT**
- 5) Press ENTER. The ADD AGENCY/REPORTING UNIT screen will be displayed.

To exit, press the CLEAR key (takes you to a blank screen).

SUBJECT: CERTIFICATION STATUS SCREEN

CERTIFICATION STATUS

(Revised 03/02)

M 200

This screen is used to inquire/update the Certification Status of Reporting Units.

MASTER PAYROLL CERTIFICATION SYSTEM													
CERTIFICATION STATUS													
PAY PERIOD: 09/96				AGENCY: 051				REPORTING UNIT: 100					
R/U	CERT	R/U	CERT	R/U	CERT	R/U	CERT	R/U	CERT	R/U	CERT	R/U	CERT
---	----	---	----	---	----	---	----	---	----	---	----	---	----
100	_____	110	_____	120	_____	130	_____	140	_____	150	_____	160	_____
170	_____	180	_____	190	_____	200	_____	210	_____	220	_____	230	_____
240	_____	250	_____	260	_____	270	_____	280	_____	290	_____	300	_____
310	_____	320	_____	330	_____	340	_____	350	_____	360	_____	370	_____
380	_____	390	_____	400	_____	410	_____	420	_____	430	_____	440	_____
450	_____	460	_____	470	_____	480	_____	490	_____	500	_____	510	_____
NEXT AGENCY: _____				NEXT REPORTING UNIT: _____									
PF3=MENU		PF4=REFRESH		PF7=BACKWARD		PF8=FORWARD		CLEAR=EXIT					

TO UPDATE THE CERTIFICATION STATUS:

- 1) Move the cursor to the desired R/U CERT field.
- 2) Key one of the following Certification Status codes:

- Semi-monthly first half* = 1
- Semi-monthly second half* = 2
- Monthly = 3

* When first half (code 1) and second half (code 2) have been updated, the system will automatically change the Certification Status to code 3.

- 3) Press one of the following keys to update the page of Reporting Units:

- ENTER to update the displayed page
 - PF7 to update the page and move to the previous page of Reporting Units
 - PF8 to update the page and move to the next page of Reporting Units
- OR
- Key data in the NEXT AGENCY field and in the - NEXT REPORTING UNIT field (optional) and press ENTER.

If you do not wish to update the screen, press the PF4 key to refresh all CERT fields on the displayed page.

To exit the screen, if entries were keyed in CERT fields, press ENTER to update the fields, then press:

- PF3 to return to the MENU
- CLEAR to exit the application (takes you to a blank screen).

After you have updated the CERT field, initial and date the Form 672 or MPC Reporting Unit Tracking Sheet.

ADD AGENCY/REPORTING UNIT SCREEN
(Revised 03/02)

M 300

This screen will add a Reporting Unit that is not on MPC. It is used to establish and update the Certification Status of a Reporting Unit.

MASTER PAYROLL CERTIFICATION SYSTEM
ADD AGENCY/REPORTING UNIT

PAY PERIOD: 05 / 96 AGENCY: 051 REPORTING UNIT: 100 CERT STATUS:___

PF3=MENU PF4=REFRESH CLEAR=EXIT

TO ADD A REPORTING UNIT

- 1) Key one of the following Certification Status codes:
 - Semi-monthly first half = 1
 - Semi-monthly second half = 2
 - Monthly = 3
- 2) Press ENTER. Reporting Unit will be added to the MPC with requested Certification Status code. Verify the Reporting Unit was added by accessing the CERTIFICATION STATUS screen.

If you do not wish to update the screen; press:

- PF3 to return to the MENU
- CLEAR to exit the application (takes you to a blank screen).

After you have updated the CERT field, initial and date the Form 672 or MPC Reporting Unit Tracking Sheet.

SUBJECT: MESSAGES

MESSAGES

M 400

(New 03/97)

While keying on the MPC system, you may receive on-line messages. Confirmation messages will appear at the top left hand side of the screen. Informational or error messages will appear on the bottom left hand side of the screen.

Number	Message
001	"Agency Code Not Valid For Operator" Condition: User is not authorized for agency code entered. Action: 1) If agency code was keyed incorrectly, key the correct agency code, then press ENTER. 2) If agency code is correct, contact PPSD-Security at (916) 324-5879.

- 002 "Pay Period Month Invalid"**
Condition: Keyed an invalid character in the Pay Period field.
Action: Key the correct Pay Period, then press ENTER.
- 003 "Pay Period Must Be Entered"**
Condition: Pay Period field was left blank.
Action: Key the correct Pay Period, then press ENTER.
- 004 "Agency Code Must Be Entered"**
Condition: Agency Code field was left blank.
Action: Key the correct Agency Code, then press ENTER.
- 005 "Agency Code Must Be Numeric"**
Condition: Keyed an invalid character in the Agency Code field.
Action: Key the correct Agency Code, then press ENTER.
- 006 "Reporting Unit Must Be Numeric"**
Condition: Keyed an invalid character in the Reporting Unit field.
Action: Key the correct Reporting Unit number, then press ENTER.
- 007 "Select Only One Option"**
Condition: More than one option (CERTIFICATION/STATUS and ADD AGENCY/REPORTING UNIT) was selected.
Action: Select only one option, then press ENTER.
- 008 "Select Option And Press ENTER"**
Condition: No option was selected to access CERTIFICATION/STATUS or ADD AGENCY/REPORTING UNIT screen.
Action: Make a selection, then press ENTER.
- 009 "No Rept Units Found Equal To Or Greater Than The Rept Unit Entered"**
Condition: The Reporting Unit requested and Reporting Units with higher numbers were not found on the system.
Action: Verify the Reporting Unit was keyed correctly:
 - 1) If the Reporting Unit was keyed incorrectly, key the correct Reporting Unit, then press ENTER.
 - 2) If the Reporting Unit is correct, add the Reporting Unit to the Attendance Certification File using the ADD AGENCY/REPORTING UNIT screen.
- 010 "No Records Found For Requested Agency Code And Pay Period"**
Condition: There were no Reporting Units on the system for the requested Agency Code and Pay Period.
Action: Verify the Agency Code and/or Pay Period were keyed correctly:
 - 1) If the Agency Code and/or Pay Period was incorrect, key the correct information and press ENTER.
 - 2) If the Agency Code and Pay Period were correct, add the Reporting Unit to the Attendance Certification File using the ADD AGENCY/REPORTING UNIT screen.

- 011 "Reporting Unit Must Be Entered"**
Condition: Reporting Unit field was left blank.
Action: When requesting the ADD AGENCY/REPORTING UNIT screen, key the Reporting Unit number being added, then press ENTER.
- 012 "Future Pay Period Is Not Allowed"**
Condition: Keyed a Pay Period that was beyond the current Pay Period. The Pay Period must be equal to or older than the current Pay Period.
Action: Key a valid Pay Period.
- 013 "Pay Period Year Is Invalid"**
Condition: Keyed an invalid year in the Pay Period field when requesting the ADD AGENCY/REPORTING UNIT screen.
Action: Correct the year, then press ENTER.
- 014 "Agency Code And Reporting Unit Already Exists"**
Condition: The requested Reporting Unit already exists on the Attendance Certification File.
Action: Verify the Agency Code, Reporting Unit and Pay Period:
 - 1) If the Agency Code or Reporting Unit or Pay Period is keyed incorrectly, key the correct information, then press ENTER.
 - 2) If all fields are correct, access the CERTIFICATION STATUS screen to certify the Reporting Unit.
- 015 "Certification Status Code Must Equal 1, 2, 3 Or Blank"**
Condition: The Certification Status code keyed in the CERT field was not 1, 2, 3 or blank.
Action: Key the appropriate Certification Status code, then continue previously requested action (i.e., press ENTER, PF7, PF8 or request NEXT AGENCY/REPORTING UNIT).
- 016 "Next Agency Code Must Be Numeric"**
Condition: Keyed an invalid character in the NEXT AGENCY field.
Action : Key the correct Agency Code, then press ENTER.
- 017 "Next Reporting Unit Must Be Numeric"**
Condition: Keyed an invalid character in the NEXT REPORTING UNIT field.
Action: Key the correct Reporting Unit, then press ENTER.
- 018 "Next Agency Code Must Be Entered"**
Condition: There was no data keyed in the NEXT AGENCY when the ENTER key was pressed.
Action: Key the Agency Code in the NEXT AGENCY field or initiate other action.
- 019 "Requested Agency Code Not Found For Pay Period Requested"**
Condition: There were no Reporting Units on the system for the requested Agency Code and Pay Period.
Action: Verify the Agency Code and Pay Period were keyed correctly:

- 1) If the Agency Code or Pay Period was incorrect, key the correct information and press ENTER.
- 2) If the Agency Code and Pay Period were correct, add the Reporting Unit to the Attendance Certification File using the ADD AGENCY/REPORTING UNIT screen.

020 "No Rept Units Found Equal To Or Greater Than The Rept Unit Entered"

Condition: The Reporting Unit requested and Reported Units with higher numbers were not found on the system.

Action: Verify the Reporting Unit was keyed correctly:

- 1) If the Reporting Unit was keyed incorrectly, key the correct Reporting Unit, then press ENTER.
- 2) If the Reporting Unit is correct, add the Reporting Unit to the Attendance Certification File using the ADD AGENCY/REPORTING UNIT screen.

021 "Certification Status Code Must Equal 1, 2, Or 3"

Condition: The Certification Status code keyed in the CERT field on the ADD AGENCY/REPORTING UNIT screen must be 1, 2, 3.

Action: Key the appropriate Certification Status code, then press ENTER.

022 "Update Successful"

Condition: Keyed Certification Status code(s) in the CERT field, then pressed ENTER on the ADD AGENCY/REPORTING UNIT screen which updated the Attendance Certification File.

023 "Previous Update Successful"

Condition: Keyed Certification Status code(s) in the CERT field, then pressed PF8 (page forward) key. Reporting Units on the previous page were updated.

024 "Previous Update Successful"

Condition: Keyed Certification Status code(s) in the CERT field, then pressed PF7 (page backward) key. Reporting Units on the previous page were updated.

025 "Previous Update Successful"

Condition: Keyed Certification Status code(s) in the CERT field and information in the NEXT AGENCY field, then pressed ENTER key. Reporting Units on the previous page were updated.

026 "Update Successful"

Condition: Keyed Certification Status code(s) in the CERT field, then pressed ENTER key which updated the Attendance Certification File.

027 "Previous Screen Not Updated - No Data Entered"

Condition: Data was keyed in the NEXT AGENCY field and no Certification Status code(s) were keyed in the CERT fields of the screen.

Action: If Reporting Unit(s) Certification Status codes were keyed in the CERT field on the previous screen, access the Reporting Unit(s) to verify Certification Status.

- 028 "No Updates Requested - Enter Cert Status Codes, Next Agy, Or Use PF7 or PF8"**
Condition: There was no data keyed on the screen when the ENTER key was pressed.
Action: Key data, then press ENTER or select appropriate action to access desired screen.
- 029 "Highlighted RPT Units Did Not Update. All Other RPT Units Updated Ok"**
Condition: Data entered in the highlighted field are in error. Data keyed in other fields have been updated.
Action: Correct the information in the highlighted fields and continue previously requested action (i.e., press ENTER PF7, PF8 or request NEXT AGENCY/REPORTING UNIT).
- 030 "More Reporting Units"**
Condition: More Reporting Units exist for the Agency Code displayed.
Action: To access other Reporting Units press PF7 to display lower numbered Reporting Units or PF8 to display higher numbered Reporting Units.
- 031 "Last Page"**
Condition: Have reached the highest numbered Reporting Unit for the Agency Code displayed.
Action: 1) If the wrong key was pressed, press appropriate key to access the desired screen or key required data.
2) If a Reporting Unit is missing and should be on the Attendance Certification File, add the Reporting Unit using the ADD AGENCY/REPORTING UNIT screen.
- 032 "Previous Screen Not Updated - No Data Entered"**
Condition: PF7 (page backward) or PF8 (page forward) was pressed and no Certification Status code(s) were keyed in the CERT fields of the screen.
Action: If Certification Status codes were keyed in the CERT field on the previous screen, access the Reporting Unit(s) to verify Certification Status.
- 033 "First Page"**
Condition: There were no Reporting Units for the Agency Code with a lower number than the first Reporting Unit displayed.
Action: 1) If the wrong key was pressed, press appropriate key to access the desired screen or key required data.
2) If a Reporting Unit is missing and should be on the Attendance Certification File, add the Reporting Unit using the ADD AGENCY/REPORTING UNIT screen.
- 034 "Update Successful"**
Condition: Keyed Certification Status code(s) in the CERT field, then pressed the PF7 key to display lower numbered Reporting Unit and none exists - OR - pressed PF8 to display higher numbered Reporting Units and none exists.

034
(Cont.'d)

Action: 1) If the wrong key was pressed, press appropriate key to access the desired screen or key required data.
2) If a Reporting Unit is missing and should be on the Attendance Certification File, add the Reporting Unit using the ADD AGENCY/REPORTING UNIT screen.

035 "No Updates Requested"

Condition: No Certification Status code(s) were keyed in the CERT fields and the PF7 key was pressed to display lower numbered Reporting Units and none exists - OR - PF8 was pressed to display higher numbered Reporting Units and none exists.

Action: If Reporting Unit(s) Certification Status codes were keyed in the CERT field on the previous screen, access the Reporting Unit(s) to verify Certification Status.

036 "File Disabled Or Not Available"

Condition: The MPC system is unavailable at this time.

Action: If this message is received the day after Master Payroll Cutoff, the file is not available until the Payroll Cycle has finished processing and will not be available until the next day.
If this message is received on a day other than the day after Master Cutoff, contact the SCO Computer Hotline (916)324-6716.

037 "Previous Screen Not Updated - Enter Key Was Not Pressed"

Condition: This message will appear on the Menu Screen when the PF3 key was pressed. The PF3 key does not update data.

Action: If Certification Status codes were keyed on the screen prior to accessing the MENU screen, the codes were not updated. Access the Reporting Unit(s) and key the appropriate Certification Status code(s), then press ENTER, PF7 (page backward), PF8 (page forward) before pressing PF3 to access the MENU.

038 "An Invalid Key was Pressed"

Condition: Pressed an invalid key on MPC.

039 "Enter Next Agy Code or Press PF7 or PF8"

Condition: There was no data keyed in the NEXT AGENCY field when the ENTER key was pressed.

Action: Key the Agency Code in the NEXT AGENCY field or initiate other action.